

Washington County

Job Description



Title:	Accountant/Internal Auditor		
Division:	Auditor	Effective Date:	09/15
Department:	Clerk/Auditor	Last Revised:	02/16
Career Service:	Eligible	FLSA:	Exempt

GENERAL PURPOSE:

Performs a variety of supervisory, technical, financial, accounting, and reporting duties related to monitoring county-wide financial operations to ensure accuracy and compliance with governmental accounting principles, standards and laws. Coordinates the County's annual financial audit and review, including the development of working papers and schedules.

SUPERVISION RECEIVED

Works under the direct supervision of the County Clerk/Auditor.

SUPERVISION EXERCISED

Provides direct supervision to Payroll/Accounts Payable Clerk(s) and Purchasing Agent.

ESSENTIAL FUNCTIONS

Administrative & Supervisory: Provides oversight for accounting, auditing and reporting functions.

Monitors employee performance and makes recommendations affecting job retention, discipline, advancement, and termination; participates in employee selection process; establishes staff goals and objectives; clarifies staff roles and responsibilities, develops and implements training programs in order to maximize and reach optimal individual and organizational goals.

Accounting: Manages and reviews the day to day accounting functions including general ledger, accounts payable, payroll, fixed assets, and procurement.

Prepares profit and loss statements, budget reports, and monthly closing accounting reports; responds to questions or issues from departments regarding financial reports; interprets financial transactions and events enabling accurate and efficient business or operational decisions.

Analyzes and reviews budgets and expenditures related to county construction projects, grants, and federal and state special projects. Prepares and reviews budgets, revenues, expenses, payroll entries, invoices, and related accounting documents.

Coordinates the annual financial audit with outside CPA firm including development of work papers, schedules, and collection of Component Unit's financial statements.

Assists external auditors in preparing the County's annual financial report according to guidelines established by GAAP and the Utah State Auditor's office.

Conducts and provides supervisory and employee training on financial, accounting, and auditing policies and procedures, and assists in the development of internal controls County wide.

Analyzes financial data and presents financial reports in an accurate and timely manner; compiles and distributes monthly, quarterly, and annual financial statements.

Assists County leaders and Clerk/Auditor in the annual budgeting and planning process; administers and reviews all financial plans and compares to actual results with a view to identify, explain, and correct variances as appropriate.

Develops, supports, and maintains financial databases utilizing complex financial software applications and features, i.e., spreadsheets, relation databases, statistical applications, graphic illustrations, etc. to assemble, manipulate, and create formatted data for reports; reconciles sub-ledgers to the general ledger and resolves discrepancies.

As needed, may review large purchase requests; monitor commission check register to verify fund transfers.

Provides accounting, auditing, budgeting, and financial support to Special Service Districts and Interlocal Agency's created by the County Commissioners as directed including: Washington County/St. George Interlocal Agency, Washington County Flood Control Authority, Specially Funded Transportation Special Service District, Council of Government (COG), Corridor Preservation Fund, County RAP Board, etc.

Auditing: Coordinates audit activities.

Reports to, and advises County leadership regarding accounting, operational and management controls; monitors control systems for adequacy and efficiency; recommends, initiates, and implements corrective measures as needed.

Oversees and performs comprehensive audits covering financial, operational, and regulatory areas to assure the safeguarding of assets and proper authorization and recording of transactions.

Examines and evaluates department records and operating procedures; verifies compliance with established plans, policies, procedures and control systems; assures compliance to regulatory and statutory conditions; monitors the adherence to generally accepted accounting principles and related technical pronouncements; completes and delivers reports.

Communicates through written reports and makes presentations to department heads, county commission, and elected officials regarding ongoing audits, findings of completed audits and delivers recommendations to correct non-compliant issues and improve operational efficiencies.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

1. Education and Experience:

- A. A Bachelor's degree from an accredited college or university with major course work in accounting, business management, finance or other closely related field;

AND

- B. Six (6) years relevant accounting experience in financial reporting, auditing and analysis, with at least two (2) years in a supervisory capacity.

2. Knowledge, Skills, and Abilities:

Knowledge of economic and accounting principles and practices. Knowledge of business and management principles involved in strategic and financial planning. Working knowledge of spreadsheets, word processing and database programs. Working knowledge of laws and regulations governing accounting responsibility and County budgeting procedures.

Considerable knowledge of technical financial and program auditing methods, processes and procedures; generally accepted accounting principles, budgeting processes, statistical analysis and procedures; computer operations and technical software applications; negotiation techniques.

Keen analytic ability, organization and problem solving skills which allows for strategic data interpretation. Good interpersonal and communication skills; experience in effectively communicating key data, including presentations to management, commission, or other outside partners.

Technology savvy with experience selecting and overseeing software installations and managing relationships with software vendors; advanced knowledge of accounting and reporting software.

Ability to coordinate the work of others; ability to establish and maintain effective working relationships at all levels throughout the County organization, other agencies, and the public; ability to follow written and oral instructions; ability to create and promote a positive and supportive work environment. Ability and desire to translate complex financial concepts to individuals at all levels including finance and non-finance departments

3. Special Qualifications

None

4. Work Environment:

Work performed primarily in an office setting. Tasks require variety of physical activities, periodically involving muscular strain, such as walking, standing, stooping, sitting, and reaching. Talking, hearing, and seeing essential to performance of essential duties. Subject to extended exposure to computer Cathode Ray Tube (CRT). Mental application utilizes memory for details, emotional stability and discriminating thinking and creative problem-solving. Mental application required emotional stability in dealing with time deadlines.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)